



Job Announcement

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Opening Date:	March 14, 2013	Closing Date:	March 21, 2013
Job Title:	Civil Assistant	Position Type:	Regular Full Time
PIN:	083608	FLSA Status:	Non-Exempt
Location:	Circuit Court for Prince George's County Upper Marlboro, Maryland	Grade/Entry Salary:	J06 \$29,278 - \$34,691 (Depending on Qualifications)

Financial Disclosure: No

Regular State employees are subject to promotion/demotion policy

Essential Functions: Processes and maintains civil cases by reviewing and determining case type; uses a computer keyboard to input docket information; prepares and issues appropriate summonses, notices or writs; calculates and collects fees; and handles the collection, review and docketing of case file documents prior to and following court hearings. Assists the public and attorneys by providing information about the status of the cases and Clerk's Office procedures. Performs all other related functions of the civil assistant position.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply relevant job-related terminology, rules, regulations and procedures in order to define problems, collect data, establish facts, and draw valid conclusions and accurately complete forms and documents. Ability to review comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted). You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Prince George's County
14735 Main Street, Room D1015
Upper Marlboro, MD 20772-9987
Attn: Marilyn M. Bland, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Reasonable accommodations upon advance request. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.